2 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Fax: (505) 747-2170
Via Email: *bcordova@nnmc.edu*

Ms. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2006 to the present – 28 May 2014:

- I request all contracts entered with Branch Realty and/or Michael and/or Maida Branch.
- I request all rental agreements/leases entered with Branch Realty and/or Michael and/or Maida Branch.
- I request all purchase orders/ purchase requests generated for Branch Realty and/or Michael and/or Maida Branch.
- I request all invoices generated for Branch Realty and/or Michael and/or Maida Branch.
- I request all payment records to Branch Realty and/or Michael and/or Maida Branch.
- I request all contracts entered with Branch Realty Commercial Advisors and/or Darren Branch.
- I request all rental agreements/leases entered with Branch Realty Commercial Advisors and/or Darren Branch.
- I request all purchase orders/ purchase requests generated for Branch Realty Commercial Advisors and/or Darren Branch.
- I request all invoices generated for Branch Realty Commercial Advisors and/or Darren Branch.
- I request all payment records to Branch Realty Commercial Advisors and/or Darren Branch.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request "reasonable facilities to make or furnish copies of the public records during usual business hours." As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request.

I appreciate your office's attention to this request. Please feel free to contact me with any questions.

Thank you,

Annette M. Rodríguez
PO Box 963
Chimayo, NM 87522
Annette_Rodriguez@brown.edu
505-573-1158